

GUIDE TO HOSTING

1. Introduction

The SADA greatly appreciates schools' efforts hosting round nights. We understand that the prospect of hosting can be daunting, but with good communication and preparation in consultation with the Schools' Chief Administrator and Zone Stewards, evenings will run smoothly.

This handbook is designed to assist coordinators to understand the requirements of hosting round nights.

2. Debating rooms

Each host school must provide enough rooms for each debate to take place in. The number of rooms required will usually be 5-8. Each room will most likely host 2-3 debates throughout the night. The number of rooms required each round night will differ, so please refer to the Competition Program to see how many rooms will be needed on a particular night (see the example below of a night with 5 debating rooms required at 6.30pm, 6 rooms at 7.30pm and 7 rooms at 8.30pm).

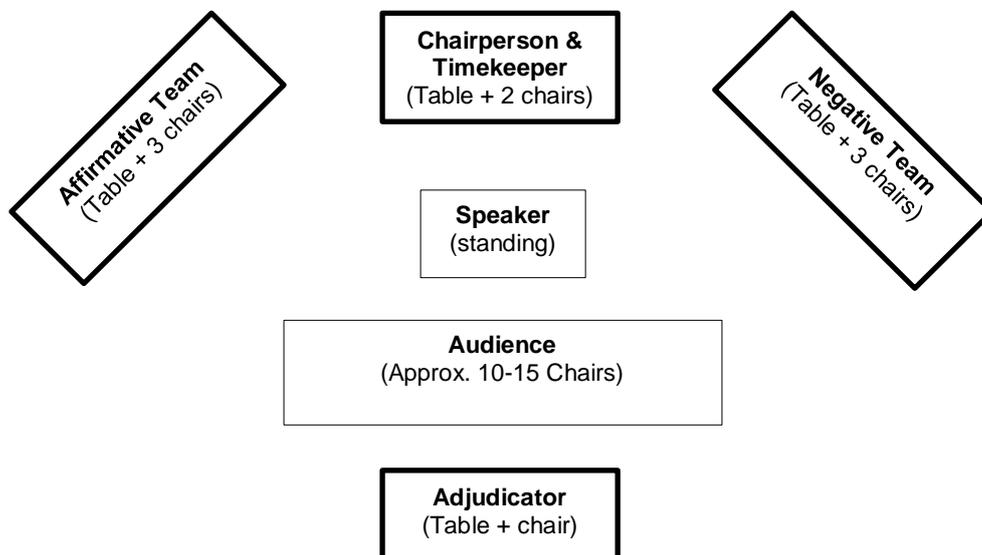
| <i>Time</i> | <i>Room Number</i> | <i>Grade</i> | <i>Affirmative Team (Bring Chairperson)</i> | <i>Negative Team (Bring Timekeeper)</i> | <i>Topic</i> | |
|-------------|--------------------|----------------|---|---|----------------|----------|
| 6.30 pm | 1 | Junior | St Dominic's | v | Seymour II | A |
| 6.30 pm | 2 | Junior | Seymour I | v | Loreto | A |
| 6.30 pm | 3 | Junior | St Peter's | v | St Ignatius II | A |
| 6.30 pm | 4 | Junior | St Ignatius I | v | Seymour III | A |
| 6.30 pm | 5 | Junior | St Peter's I | v | Seymour III | A |
| 7.30 pm | 1 | Intermediate B | NMHS I | v | GGHS III | A |
| 7.30 pm | 2 | Intermediate B | Seymour II | v | St Peter's IV | A |
| 7.30 pm | 3 | Intermediate B | GGHS I | v | St Peter's V | A |
| 7.30 pm | 4 | Intermediate B | St Peter's II | v | GGHS II | A |
| 7.30 pm | 5 | Intermediate B | NMHS II | v | St Dominic's | A |
| 7.30 pm | 6 | Intermediate B | Seymour I | v | St Peter's III | A |
| 8.30 pm | 1 | Intermediate A | St Peter's I | v | St Peter's IV | A |
| 8.30 pm | 2 | Intermediate A | St Dominic's I | v | St Peter's V | A |
| 8.30 pm | 3 | Intermediate A | Seymour I | v | Seymour IV | A |
| 8.30 pm | 4 | Intermediate A | Seymour II | v | St Peter's VI | A |

| | | | | | | |
|---------|----------|----------------|----------------|---|-----------------|----------|
| 8.30 pm | 5 | Intermediate A | NMHS | v | St Dominic's II | A |
| 8.30 pm | 6 | Intermediate A | St Peter's II | v | Seymour III | A |
| 8.30 pm | 7 | Intermediate A | St Peter's III | v | Loreto | A |

Classrooms usually make for suitable debating rooms, although any room that can privately host a debate, such as a library, will be appropriate. It is best if the debating rooms are in close vicinity to one another for ease of ushering participants between rooms, although this is not essential.

2.1 *Setting up a debating room*

A debating room will need desks and chairs to accommodate the debaters, timekeeper, chairperson and adjudicator, along with seating for an audience (see below).



3. **Waiting room & Zone Steward table**

Schools should provide a table for the Zone Steward in a central/prominent area. This space also serves as a waiting area and central meeting point for participants. Large classrooms, libraries, common rooms or open plan areas are suitable as waiting rooms.

Some schools provide tea and biscuits in the waiting room. This is greatly appreciated, but not essential for schools that lack the resources.

4. Nights with secret topic debates

Students arrive 1.5hrs prior to the start of secret topic debates to learn of the topic and prepare their case. There needs to be a room or a common area that students can gather in to receive their topics. Usually the waiting room will be appropriate for this purpose.

4.1 *Secret topic preparation rooms*

Secret topic debates require preparation rooms for each individual team. A preparation room can be converted to a debating room once preparation time is over. This means that if there are 5 debates occurring at 8.30 that are all secret topic debates, at least an additional 5 (but often closer to 10, depending on how many of the debate rooms will be used for earlier time slots that evening) will be required 1.5 hours beforehand so that each team has a private space to prepare. You will know if there are secret topic debates during your hosting night by looking at whether the topic is 'ST'(secret topic) in the topic column of the program.

Preparation rooms do not need to be large – they just need to accommodate 4-5 people with desks and chairs.

The SADA is conscious that many schools do not have enough classrooms to host nights with a large number of secret topic debates, and we make a conscious effort to only schedule these nights at larger schools with experience in hosting.

5. Debating materials

The SADA provides all the chairperson, adjudicator and timekeeper forms for round nights – host schools do not need to have copies (though it can be useful if some spares are available).

The negative team is responsible for bringing a bell and stopwatch for the timekeeper, not the host school. However, it is helpful if schools can provide these resources as students often forget.

Debaters and adjudicators are responsible for bringing their own stationery and debating materials – not the host school.

6. Roles of the Zone Steward and Co-ordinators on the night

It is the host school's responsibility to ensure that all the rooms are set up before the night starts. The Zone Stewards will try to arrive 15-30 minutes early, but that is often not possible.

On the night, the Zone Steward, sometimes accompanied by the Schools' Chief Administrator, will distribute the appropriate forms to rooms and manage the adjudicators. Zone Stewards are greatly assisted by Co-ordinators who assist in ushering students and adjudicators to the appropriate rooms (as Zone Stewards are often not familiar with the campus).

The Zone Steward and/or the Schools' Chief Administrator will work with the Co-ordinator throughout the night to ensure smooth proceedings. If there are any complaints from participants, please refer these to the Zone Steward or Schools' Chief Administrator in the first instance.

7. Further information

We look forward to working with host schools and co-ordinators, and thank you in advance for the important role your schools play in facilitating a successful competition.

We are conscious that schools' campuses and resources differ. There is no "one size fits all" approach to hosting, and we would be happy to discuss logistical matters with schools individually.

For further information or assistance, please do not hesitate to contact the Schools' Chief Administrator at www.sada.org.au/contact.